


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION New York, NY		2. POSITION NUMBER N081914	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 0400 9/05; 0800 11/08; 1300 HRCD-4 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	*Lead Environmental Engineer	GS	819	14	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Team Leader		6. NAME OF EMPLOYEE Paul Sacker - temp promotion			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Division of Enforcement and Compliance Assistance		g.			
c. RCRA Compliance Branch		h. Employing Office Location New York, NY			
d. Underground Storage Tanks		i. Organization Code RGE00000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input checked="" type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Leonard Voo, Chief, DECA-RCB		d. Typed Name and Title of Second-Level Supervisor Dore LaPosta, Director, DECA			
b. Signature 		c. Date 8/11/16	e. Signature 		f. Date 5/12/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 42	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature S/Michelle Brosseau	
				j. Date 12/12/08	
11. REMARKS *Interdisciplinary 819/401/1301					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET	1. DUTY LOCATION NEW YORK, NEW YORK	2. POSITION NUMBER 59734
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3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position *GS Leader GEG (06/98); PCS for Eng + Arch*

	b. Title <i>Lead Physical Scientist</i>	c. Service <i>GS</i>	d. Series <i>1301</i>	e. Grade <i>14</i>	f. CLC <i>001</i>
Official Allocation					
4. SUPERVISOR'S RECOMMENDATION					

*Supp
11/08
PCS
For
Physc.
12/9*

5. ORGANIZATIONAL TITLE OF POSITION (if any) UST Tank Program Team Leader	6. NAME OF EMPLOYEE <i>Dennis McChesney</i>
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7. ORGANIZATION (give complete organizational breakdown)	
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. DIVISION OF ENFORCEMENT & COMPLIANCE ASST	f.
c. RCRA BRANCH	g.
d. UST TANK PROGRAM TEAM	h. Organization Code <i>90296100</i>

8. SUPERVISORY/MANAGERIAL DESIGNATION	
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.	
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.	
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.	
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.	
<input checked="" type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.	
<input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.	

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor GEORGE C. MEYER, BRANCH CHIEF	d. Typed Name and Title of Second-Level Supervisor DORE LaPOSTA, DIRECTOR
b. Signature <i>[Signature]</i>	c. Date <i>4/11/03</i>
e. Signature <i>[Signature]</i>	f. Date <i>4/11/03</i>

10. OFFICIAL CLASSIFICATION CERTIFICATION	
a. <input checked="" type="checkbox"/> This position has no promotion potential.	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:
b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code <i>42</i>
d. Bargaining Unit Code <i>8888</i>	e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>25.00</i> % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()
f. Signature <i>Michelle D Boreau</i>	
g. Date <i>12/12/03</i>	

11. REMARKS STATEMENT OF DIFFERENCE
This PD coversheet was originally signed by 1st + 2nd level supervisors in 2003 for an interdisciplinary position and by Carmen DeLeon in 05/03. Based on PD review + reapplication of standard mentioned in block 3, new classification signature required, hence the white out in block 10 of 03 and 2003 dates in blocks 9c of.

mr

Official Title: Lead Physical Scientist/Environmental Engineer
Organizational Title: Underground Storage Tank Program Team Leader
GS-1301-14

INTRODUCTION:

Serves as Team Leader of the Underground Storage Tank (UST) Team, working directly under the Supervisor of the Chief of the RCRA Compliance Branch (RCB). Work is evaluated in the basis of effectiveness and efficiency in accomplishing Regional program goals and objectives. The incumbent serves as a key advisor to top management regarding all UST compliance and enforcement National and Regional matters. The team ensures that statutory and regulatory requirements are met, that program and participant oversight is exercised, and that technical and administrative guidance is developed and furnished to participants. The team coordinates and interfaces with counterparts in other, related, programs, and the incumbent fosters the integration of team activities with overall regional environmental protection and public health goals.

MAJOR DUTIES:

The Team Leader is responsible for protecting public health, welfare and the environment through comprehensive implementation of the Resource Conservation and Recovery Act (RCRA)/Underground Storage Tank (UST) program and regulations. Serves as a as a national UST enforcement expert by administering Region II's underground storage tank compliance and enforcement program pursuant to the Resource Conservation and Recovery Act (RCRA).

The Team Leader plans, directs and coordinates the following programs, program segment(s) and major projects:

Provides assistance, guidance, training to state UST programs; negotiates UST and LUST grants and monitors state performance; participates in development of joint state/EPA strategic plans. Administers the UST/LUST program to ensure compliance with UST program requirements. Focuses inspection and enforcement resources to high priority groundwater areas, as applicable, and supports of national, regional, and state initiatives.

Addresses state and municipal, or professional groups, and meetings called by members of Congress for their constituents and private organizations, for the purpose of disseminating information and creating interest in the nature and effects of groundwater contamination from leaking underground storage tanks (LUSTs) that pose a threat to groundwater quality and the health of persons. Explains Federal responsibilities and policies under the Federal Resource Conservation and Recovery Act (RCRA) and the Safe Drinking Water Act (SDWA). Maintains continuing liaison and relationships with officials of the State in order to facilitate their cooperation and participation in the underground storage tank (UST) grants program to target high priority groundwater areas. Maintains contact with key officials and top engineering and scientific personnel representing EPA and other Federal agencies in an effort to obtain maximum coordination of the Agency's groundwater related programs such as RCRA and Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), and related programs of

other agencies, to obtain all viewpoints regarding proposed programs and projects, and to assure concerted action by all parties involved. The large universe of USTs necessitates coordination with other Federal, state and local authorities to inspect and regulate those USTs that can endanger groundwater quality. Incumbent also utilizes outreach to the regulated community and compliance assistance to help facilities comply with requirements.

Administers and is responsible for resolving complex program and project issues which require expertise in USTs and the development of improved/novel multimedia approaches to groundwater protection. The incumbent exercises an unusual degree of independent judgment in resolving controversial matters.

Confers with key officials in EPA Region 2 and at EPA Headquarters to develop solutions to complex project issues acceptable to all parties and interests involved. Provides advice and guidance to engineers, scientists, and management officials within and outside the EPA covering a broad range of environmental issues and activities. Coordinates project activities with various EPA offices (within Region 2 and at Headquarters), State, local, and other Federal agencies, scientific and academic communities, environmental groups, and the public; meets regularly with these entities and with senior management within the EPA Region to promote and defend EPA policy and strategies, present data, and initiate, develop, and coordinate joint activities; responds to inquiries/complaints.

Serves as EPA's representative on and/or chairs interagency workgroups and task forces to ensure that the policies developed reflect the EPA's needs and priorities. Coordinates interagency planning studies; negotiates workplans, which is often a very sensitive and complex process requiring the consensus of Federal, State and local agencies, the scientific, academic, and business communities, civic and environmental groups, and the general public.

Develops, fosters, and maintains cooperative relations with the entities listed above; provides information regarding regulatory decisions/activities and their import. Utilizes expertise in USTs and groundwater protection to make presentations on the UST program, varying the level of technical detail according to the nature of the audience. Represents EPA at scientific and technical conferences and at public meetings.

The incumbent uses expertise in Congressional and Administration priorities and intent, combined with a complete understanding of the RCRA UST program to formulate a Regional enforcement strategy. The work requires the exercise of discretion and independent judgment in developing these highly visible products and in resolving complex issues that arise during the course of work. The incumbent is directly responsible for working and negotiating with a variety of stakeholders during the development of these products, including: State administrators, executive directors of organizations representing utilities, environmental groups, States, with other federal officials, and the public.

Represent EPA Region 2 at annual national Underground Storage Tanks conference and all National and Regional meetings, conferences, committees, workgroups, etc. related to UST

Enforcement. Represents EPA as a national expert at State, Regional, National and International meetings, conferences, public hearings, and symposiums, and presents EPA's position and policies on various issues, including: implementation and enforcement of the Energy Policy Act (EpAct) and UST Regulations and guidance; National compliance profiles regarding the regulations; and status of state adoption of UST regulations.

Plans, directs, and coordinates all Regional UST enforcement activities, including, compliance assistance. Develops Regional UST Enforcement policies, strategies, and guidance, to be used by the Regional office in direct implementation of the UST Enforcement program on Indian Lands, and to be applied to primacy States in conducting State enforcement program oversight.

Formulates plans and procedures to implement the Regional UST enforcement and compliance assistance program. Develops strategies for identifying and ranking UST enforcement candidates throughout the Region. Establishes procedures for EPA enforcement actions in primacy States where the State has failed to take timely and appropriate enforcement action.

Reviews and evaluates primacy States' UST enforcement programs, State/EPA enforcement agreements, State enforcement actions and procedures to determine the quality and effectiveness of their enforcement programs, and to ensure that State programs are consistent with EPA's National and Regional UST Enforcement Programs.

Provides training to Federal and State managers, other EPA staff, UST system operators and the general public on the development and implementation of effective UST compliance techniques.

Initiates enforcement actions against violators of UST program requirements in Region 2 (both Direct Implementation and Primacy States). Provides training for new enforcement staff, prepares and reviews all EPA UST enforcement actions to ensure accuracy and consistency with the Regional enforcement program.

Works closely with Regional Counsel and the Regional Criminal Investigator to develop administrative, civil and criminal cases, and carries them through to resolution. Represents EPA as program expert in these proceedings.

Reviews and develops comments on proposed Federal and State regulations, policies and guidance documents. Participates in National enforcement workgroups.

Develops Regional UST compliance/enforcement tracking systems to ensure efficient implementation of the Regional program. Tracks actions to conclusion. Initiates follow-up action when obligations are not met.

Develops standard regional enforcement documents for all types of administrative enforcement actions.

Advises supervisor, managers, and executives in sensitive enforcement cases, primacy State

enforcement program deficiencies, the effect of proposed legislation, new or proposed program requirements, new regulations and standards, etc.

Coordinates UST enforcement activities between UST Team, Regional Counsel, PAD, Headquarters, and States.

Coordinates and performs UST Enforcement field inspection program to determine compliance status and/ or uncover possible criminal activity. Investigates LUST emergencies.

Assures that State and Federal Enforcement actions are reported ICIS and DOCKET. Responsible for meeting commitments for enforcement actions and NC reductions.

Resolves the most complex program and project issues which require technical expertise in UST policies and procedures. The work requires careful planning to define the boundaries of the program based on existing statutory authorities and technological advances. This is especially true for new and emerging roles, like EpAct, in which it is necessary to interpret the new regulations and guidance and provide detailed specific assistance to the participants (in this case, principally state personnel) under extremely tight constraints.

Oversees and supports state UST and LUST programs. Provides assistance to states in support of their delegated responsibilities; negotiates program grants, ensures that workplan commitments are met; conducts formal evaluations of state programs, provides comprehensive tracking of State Program Approval (SPA) packages to ensure that approvable packages are developed and submitted within the statutory deadlines; works with states and special interest groups to promote funding for increased state capacity.

Develops, negotiates, and tracks the UST elements of State PPA's, as applicable. Develops and tracks special initiatives (eg. Island Eco Regions Priorities).

Provides technical assistance and outreach on UST/LUST issues as well as to ORC and DOJ.

The Team Leader determines overall program goals for the activities under his or her direction and develops both short and long range workplans. The planning process encompasses several ongoing cycles of management activity which intertwine and run parallel in time; the regional program planning/budget cycle and the Branch and Division planning cycle. The Team Leader makes decisions across the Team for productivity improvements, accountability, and the effectiveness of individual performance. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of Team program activities, and determines whether overall goals and objectives are being met. Assures environmental justice and pollution prevention objectives are considered in the program planning process. The incumbent utilizes a variety of coordinating, coaching, facilitating, consensus-building and planning techniques to include:

1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product.
5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.
9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work-related information to the supervisor.
10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.

11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.

13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.

14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.

15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

Supports management integrity as a top priority in the Team and ensures that it is integrated into daily work. Develops, assesses, and strengthens management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified weaknesses. Ensures prompt follow-up and resolution of audit findings. Supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps top levels of management fully apprized of effectiveness of management integrity systems.

Manages extramural resources, both procurement (contracts) and assistance (grants, cooperative agreements, and interagency agreements) properly and in compliance with regulatory requirements and EPA policies and procedures. Develops appropriate extramural resources and management competencies in staff.

Other duties as assigned.

FACTOR 1. Knowledge Required by the Position-Level 1-8-1550 Points

Mastery of the concepts, principles and practices of life science, environmental science, or environmental engineering in general and groundwater protection and management specifically to enable the incumbent to serve as a technical and programmatic authority for the prevention of leaks or spills of petroleum products to ensure a safe drinking water supply by maintaining the chemical, physical and biological integrity of groundwater inputs into an aquifer. Expertise in multimedia aquifer protection principles and practices sufficient to develop new approaches and modify/extend existing techniques in order to assess the stresses/threats to which it is subjected and develop/evaluate alternative strategies to address those threats.

Extensive knowledge of all legislation dealing with the control and abatement of pollution affecting Groundwater including the Safe Drinking Water Act and RCRA. Expertise regarding EpAct and other Federal UST and LUST regulations, policy, and guidance. Familiarity with State regulations, policies, and bureaucratic structures.

Ability to identify issues needing study, technical review, or policy review. Ability to analyze and communicate complex programmatic/technical matters to policy makers, managers, technical staff, the regulated community, and the general public.

FACTOR 2 - Supervisory Controls-Level 2-5-650 Points

The incumbent functions with complete independence and receives only administrative and policy direction from the Branch Chief. Receives assignments in terms of broadly defined missions/functions, general policy directives, and budget constraints. Responsible for planning, coordinating, and implementing activities, making determinations regarding allocation of available resources and resolving conflicts that arise. Informs the Branch Chief of major program issues and controversial decisions, but technical judgments and recommendations are generally accepted as authoritative even in situations where final approval depends upon formal action of senior management. Completed work is reviewed only for adherence to broad Agency policies and fulfillment of program objectives.

FACTOR 3 - Guidelines-Level 3-5-650 Points

Guidelines include federal and state laws, EPA and state regulations, and broad and general policy statements in groundwater protection. Using these parameters, the incumbent exercises considerable judgment and ingenuity in interpreting and in developing approaches preventing leaks from USTs.

FACTOR 4 - Complexity-Level 4-5-325 Points

Assignment involves a full range of technical and planning activities to assure USTs are in compliance with Agency's criteria and to reexamine/extend/modify those criteria when required. Difficult technical evaluations/negotiations requiring consideration of a multiplicity of scientific, technical, socioeconomic, and political demands are common. Employee renders initial Regional decisions concerning the technical adequacy and appropriateness of aquifer protection efforts. Develops precedent-setting alternatives strategies to address complex problems/issues requiring versatility and innovation. Solutions must take into account the diverse and often conflicting operating needs of the various constituencies and the socioeconomic impacts of the proposed actions. Considerable scientific/engineering expertise, coupled with judgment and creativity, are required to develop and extend techniques for problem solving.

FACTOR 5 – Scope and Effect Level 5-5, 325 Points

The incumbent's work involves defining unprecedented issues and unknown conditions as well

as providing expertise and advice on program planning and policy-making functions concerning UST compliance and enforcement. The work results affect the Region's public health, welfare and the environment through comprehensive implementation of the Resource Conservation and Recovery Act (RCRA)/Underground Storage Tank (UST) program and regulations. The work results also affect the work of other engineering and scientific experts and high-level officials internal and external to the agency.

FACTOR 6 - Personal Contacts-Level 6-4-110 Points

Personal contacts are high ranking officials of New York State Department of Environmental Conservation, New Jersey Department of Environmental Protection, Puerto Rico Environmental Quality Board, Virgin Islands Department of Planning and Natural Resources and other outside agencies, including key officials, scientists, engineers and attorneys of state and local agencies, municipal governments, environmental groups, universities, Congressional representatives, and public interest groups. Contacts also include management and technical staff of the DEPP, ERRD, DESA, CEPD, ORC, senior regional management and EPA Headquarters – principally OUST and OECA.

FACTOR 7 - Purpose of Contacts-Level 7-3-120 Points

Contacts are undertaken to 1) articulate and defend the Agency's policies with regard to UST compliance; 2) enlist support from diverse parties; 3) build consensus on interagency workgroups; 4) persuade parties with significantly conflicting interests of the need to comply with technical guidelines; 5) negotiate commitments; 6) provide direction to Team members; 7) assure the technical sufficiency decisions; 8) assess the adequacy of the planning activities of various entities; 9) persuade senior management of the merits of recommendations; 10) seek allocation of necessary resources; and 11) exchange information. Significant tact and diplomacy is required in dealing with a wide range of parties external to the Agency, each of which has a large stake in the outcome of this high profile project.

FACTOR 8 - Physical Demands-Level 8-1-5 Points

Work is sedentary in nature.

FACTOR 9 - Work Environment-Level 9-1-5 Points

Work is performed primarily in an office environment, although there is some travel to federal, state and municipal offices.

TOTAL POINTS: 3740
3605-4050 = GS-14

EPA Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. This checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties. If only one or two parts of this checklist apply, please show "0" as the percentage of time for the remaining parts.

Employee Information:

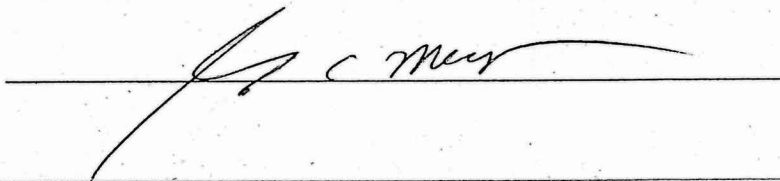
Name:	Dennis McChesney
Position Number:	59734
Title:	Team Leader
Series/Grade:	GS/0028/14
Organization:	DECA/RCRA/CS

Percentage of Time Spent on Extramural Resources Management

<input type="checkbox"/>	This position has no extramural resources management responsibilities.
<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
<input type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
<input type="checkbox"/>	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature:



Date

: 11/5/08

Personnel Specialist's Signature:

Date:

Part 1. Contracts Management Duties: (check all that apply)

Pre-award		Post-award		Close-out	
<input checked="" type="checkbox"/>	Plans procurements	<input type="checkbox"/>	Prepares delivery orders	<input type="checkbox"/>	Writes reports on contractor performance, costs, and tasks performed
<input type="checkbox"/>	Estimates costs	<input type="checkbox"/>	Reviews contractor work plans	<input type="checkbox"/>	Reconciles payments with work performance
<input checked="" type="checkbox"/>	Obtains funding commitments	<input type="checkbox"/>	Reviews contractor progress reports	<input type="checkbox"/>	Closes out payments
<input type="checkbox"/>	Prepares procurement requests	<input type="checkbox"/>	Monitors government-furnished property	<input type="checkbox"/>	Performs cost accounting
<input type="checkbox"/>	Writes statements of work	<input type="checkbox"/>	Monitors cost, management, and overall technical performance of contract after award	<input type="checkbox"/>	Provides assistance to contracting officer in settling claims
<input checked="" type="checkbox"/>	Reviews statements of work	<input type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	Processes unsolicited proposals	<input type="checkbox"/>	Defines scope of work for work assignments		
<input checked="" type="checkbox"/>	Responds to pre-award inquiries	<input checked="" type="checkbox"/>	Approves payment requests or ACH drawdowns		
<input checked="" type="checkbox"/>	Participates in pre-award conferences	<input type="checkbox"/>	Manages cost-reimbursement contracts		
<input type="checkbox"/>	Conducts technical evaluation	<input type="checkbox"/>	Reviews invoices		Percentage of Time Spent on

Other (list)	Other (list) OVERSEE STAFF COR	1 %
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art 2. Grants/Cooperative Agreement Duties: (check all that apply)

Pre-application/Application		Pre-application/Application - cont'd		Pre-application/Application - cont'd	
<input type="checkbox"/>	Prepares solicitation for proposals	<input type="checkbox"/>	Provides administrative information to applicants	<input type="checkbox"/>	Conducts site visits to evaluate program capability
<input checked="" type="checkbox"/>	Identifies potential grantees for areas of program emphasis	<input type="checkbox"/>	Determines appropriateness of applicants work plan/activities/ budget and compliance with regulations and guidelines and negotiates changes with applicant	<input type="checkbox"/>	Serves as resource to Selection Panel
<input checked="" type="checkbox"/>	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input checked="" type="checkbox"/>	Assists applicant in resolving issues in application	<input type="checkbox"/>	Other (list)
		<input type="checkbox"/>	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	Award	
		<input type="checkbox"/>	Negotiates level of funding	<input type="checkbox"/>	Prepares funding package, including Decision Memorandum

Award - cont'd		Project Management/Administration-cont'd		Close-out	
<input checked="" type="checkbox"/>	Obtains concurrences/approvals	<input type="checkbox"/>	Approves payment requests or ACH drawdowns	<input type="checkbox"/>	Certifies deliverables were satisfactory and timely
<input checked="" type="checkbox"/>	Reviews/concurs in completed document	<input type="checkbox"/>	Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office	<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
<input type="checkbox"/>	Establishes project file	<input type="checkbox"/>	Negotiates amendments	<input type="checkbox"/>	Reconciles payment with work performed
<input checked="" type="checkbox"/>	Other (list) OVERSIGHT OF STAFF AD'S	<input type="checkbox"/>	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	<input checked="" type="checkbox"/>	Notifies recipient of close-out requirements
Project Management/Administration		<input type="checkbox"/>	When necessary, recommends termination of the agreement	<input checked="" type="checkbox"/>	Obtains legal assistance, if necessary, to resolve incomplete close-out
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress	<input type="checkbox"/>	Resolves with Grants Management Office administrative and financial issues	<input type="checkbox"/>	If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input type="checkbox"/>	Reviews reports and deliverables and notifies recipient of comments	<input type="checkbox"/>	Conducts periodic reviews to ensure compliance with agreement	<input checked="" type="checkbox"/>	Other (list) OVERSEES STAFF PO'S.
<input checked="" type="checkbox"/>	Provides technical assistance to recipients	<input checked="" type="checkbox"/>	Other (list) OVERSEES STAFF PO'S.	(continued on reverse)	
<input checked="" type="checkbox"/>	Advise Grants Management			Percentage of Time Spent on Grants/Cooperative Agreements	

Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

%

5

Part 3. Interagency Agreements Duties: (check all that apply)

Pre-agreement:		Project Management/Administration		Close-out	
<input checked="" type="checkbox"/>	Plans and negotiates work effort	<input checked="" type="checkbox"/>	Reviews progress reports/financial reports	<input type="checkbox"/>	Reviews final report
<input type="checkbox"/>	Estimates costs	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Obtains funding commitments	<input checked="" type="checkbox"/>	Monitors cost management and overall technical performance	<input type="checkbox"/>	Decides on disbursement of equipment
<input type="checkbox"/>	Prepares commitment notice	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Writes or reviews scope of work	<input checked="" type="checkbox"/>	Participates in decisions about project modification/termination	<input type="checkbox"/>	Reconciles payments with work performed
<input checked="" type="checkbox"/>	Responds to pre-agreement inquiries	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Participates in pre-agreement conferences	<input type="checkbox"/>	Conducts periodic review of Superfund State Contracts payment receipts (Superfund Only)	<input type="checkbox"/>	Reviews Superfund State Contracts to ensure full reimbursement (Superfund Only)
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	<input type="checkbox"/>	Inspects and accepts deliverables	<input type="checkbox"/>	Certifies deliverables
<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	Resolves close-out issues with Grants Management Office/other agency
<input type="checkbox"/>	Negotiates and ensures execution of Superfund State Contracts (Superfund Only)	<input type="checkbox"/>	Other (list) OVERSEES STAFF PO's	<input checked="" type="checkbox"/>	Other (list) OVERSEES STAFF PO's
<input type="checkbox"/>		<input type="checkbox"/>		Percentage of Time Spent on Interagency Agreements Management:	
<input type="checkbox"/>	Performs technical evaluation of work plan and budget	<input type="checkbox"/>			5 %
<input type="checkbox"/>	Prepares funding package and obtains necessary concurrences	<input type="checkbox"/>			
<input type="checkbox"/>	Other (list)	<input type="checkbox"/>			